

CFEB ROCKY MOUNTAIN EAGLE AWARDS
Federal Employee of the Year Awards

CRITERIA

NUMBER OF AWARDS: Eight (8) Non-Monetary Awards

CATEGORIES:

1. **Executive of the Year** – Outstanding achievement by an executive level manager, who demonstrably links supervisory leadership to outstanding group performance and achievement of the agency mission.
2. **Supervisor of the Year** – Outstanding performance by a supervisor, regardless of grade or series.
3. **Employee of the Year** – Outstanding performance by any employee, regardless of grade or series, who had more than 18 months of service as of 12/31/18.
4. **Rookie of the Year** – Outstanding performance by a new employee, regardless of grade or series, who had less than 18 months of service as of 12/31/18.
5. **Outstanding Customer Service** – Outstanding achievement by an employee, regardless of grade or series, who exemplifies the attributes of internal and/or external customer service to which all Federal employees' should strive.
6. **Improved Federal Image** – Achievement or action that resulted in a better public image and understanding of the Federal government.
7. **Special Project or Achievement** – Outstanding achievement by an individual or team, regardless of grade or series, leading to a significant accomplishment toward achieving the agency mission. **Max 10 members**
8. **Scientific Project or Achievement** – Outstanding achievement by an individual or team, regardless of grade or series, leading to a significant scientific accomplishment toward achieving the agency mission. **Max 10 members**

PERFORMANCE PERIOD: These awards recognize on the job performance from January 1 – December 31, 2018

NOMINATION PERIOD: March 6 – April 7, 2019 (Deadline is 5:00 pm MST)

AWARD CEREMONY: May 8, 2019 | 2:00 – 4:00 pm | Aurora CO

WHO CAN NOMINATE:

- ✚ Anyone can prepare a nomination providing that they have first-hand knowledge of the nominee and the nominee's duties, and the nomination must be APPROVED by the local Agency Director or Field Office director.
- ✚ Self-nominations are not accepted
- ✚ One nomination per agency or Field Office, per category, multiple entries will result in disqualification
- ✚ All nominations must be approved and authorized by the Local Agency Director or Field Office Director.

ELIGIBILITY: Previous winners are NOT ELIGIBLE.

Nominees must be:

- ✚ A full time Federal employee working for a Federal Agency or Field Office located in the State of Colorado at the time the award is presented or working in a regional office is headquartered in the State of Colorado.
- ✚ Stationed in Colorado, if military.

SELECTION PROCESS: The Selection Committee is comprised of members of the Colorado Federal Executive Board (CFEB) Executive Committee and selected members from the CFEB Workforce Development Council.

- ✚ The selections will be based on an assessment of the scope, impact, and outcomes of the nominee's contributions
- ✚ The winners, nominators, supervisors & Agency/Field Office directors will be notified by April 17, 2019

INSTRUCTIONS:

- ✚ One nomination per nominee
- ✚ Nominations must be completed online by 5:00 pm (MST), 4/7/19
- ✚ We recommend that you read the following nomination information carefully and gather all the information you will need before starting the online nomination.
- ✚ Once you start the online nomination, you can't save it and come back later to finish.

NOMINATION INFORMATION

You will need the following information to complete the online nomination.

NOMINEE

- ✚ **NAME**
- ✚ **TITLE**
- ✚ **AGENCY / ADDRESS / CITY / STATE / ZIP**
- ✚ **PHONE**

- ✚ **EMAIL** | If you don't want the nominee to know, then put the email for the nominator or the nominee's supervisor.

NOMINEE'S SUPERVISOR

- ✚ **NAME**
- ✚ **TITLE**
- ✚ **AGENCY / ADDRESS / CITY / STATE / ZIP**
- ✚ **PHONE**
- ✚ **EMAIL**

AGENCY/FIELD OFFICE DIRECTOR AUTHORIZING & SUBMITTING THE NOMINATION

- ✚ **NAME**
- ✚ **TITLE**
- ✚ **AGENCY / ADDRESS / CITY / STATE / ZIP**
- ✚ **PHONE**
- ✚ **EMAIL**

CATEGORY OF THE NOMINATION

- ✚ Executive of the Year
- ✚ Supervisor of the Year
- ✚ Employee of the Year
- ✚ Rookie of the Year
- ✚ Outstanding Customer Service
- ✚ Improved Federal Image
- ✚ Special Project or Achievement (Individual or Team) – Max 10 team members*
- ✚ Scientific Project or Achievement (Individual or Team) – Max 10 team members*

*You will need the following information for each team member:

- ✚ **NAME**
- ✚ **TITLE**
- ✚ **PHONE**
- ✚ **EMAIL**

NOMINATION QUESTIONS (Maximum 250 words per question)

- ✚ List nominee's specific achievements that resulted in significant positive outcomes for the agency.
- ✚ Describe the scope and impact of the nominee's contribution (quantify where possible).
- ✚ What leadership qualities does the individual or team possess that inspires others within your agency?